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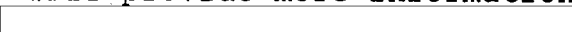


PRINTING AND PHOTOGRAPHY GROUP  
WEEKLY REPORT FOR PERIOD OF  
2 August 1988 - 8 August 1988

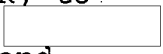

I. Status of Tasks Assigned by Senior Management:

None.

II. Items or Events of Major Interest that have Occurred  
During the Preceding Week:

A. Representatives of the Office of Logistics, Printing and Photography Group (OL/P&PG) met this week with representatives from the Directorate of Intelligence, Office of Leadership Analysis (DI/LDA) and Office of Current Production and Analytic Support (CPAS) to discuss a new project which will consist of biographical data being input into the P&PG ATEX text composition system by DI Publication Design Branch (PDB) staffers. P&PG will format this data base and output proofs and camera copy to be used in the Presidential Daily Brief (PDB) and the National Intelligence Daily (NID) by CPAS Design Center personnel. P&PG personnel also are continuing work with TRW contract personnel on various new programs pertaining to LDA directories and will begin work on a "mini" BIOS project. We will provide more information on this as it becomes available. 

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B. Representatives of the Office of Logistics, Printing and Photography Group (OL/P&PG) met with representatives from the Intelligence Community Staff (ICS), Foreign Broadcast Information Service (FBIS) and the Office of Information Resources (OIR) to discuss the feasibility of creating a magnetic tape of the  from a P&PG ATEX Electronic Text Editing and Composition System (ETECS) data base. For the present, P&PG will add these Collection Plans to the file maintenance routine now used for DI/CPAS publications. ICS personnel will supply P&PG with information which will allow the data base to be routed back to the originator through the Agency VM system. 

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C. Preparations are proceeding smoothly for the installation of the Office of Logistics, Printing and Photography Group's (OL/P&PG) new Datagraphix Computer Output Microfilm (COM) Recorder systems. Electrical engineers from the Office of Logistics, Facilities Management Division (OL/FMD) surveyed the COM Center to discuss the requested changes to the power requirements for the new equipment. FMD agreed to install the new electrical receptacles above the existing ones to allow us to continue using the existing 3M COM Recorders for as long as necessary. Service and supply contracts to support these new systems are being arranged through P&PG's Logistical Support Staff. Delivery of this hardware is expected by 22 August. [REDACTED]

D. On 2 August, a priority request was submitted to the Office of Logistics, Printing and Photography Group, (OL/P&PG) to create an emblem depicting the activities of a particular group in the Directorate of Operations, East Asia Division, [REDACTED] (DO/EA, [REDACTED]). A full color design was generated on the Dicomed computer graphics terminal, approved by the customer on the screen, and finished prints were delivered on the morning of 5 August for use in a DO conference. [REDACTED]

E. The Office of Logistics, Printing and Photography Group (OL/P&PG) expended 16 manhours for video editing in support of a Directorate of Operations, [REDACTED] (DO, [REDACTED]) project. Several more hours of editing will be required to meet the 1 September deadline for the video production entitled [REDACTED]

F. The Office of Security submitted a priority request on Wednesday, 3 August, to the Office of Logistics, Printing and Photography Group (OL/P&PG) requiring five each black and white copies of 318 originals, each consisting of text and a continuous tone photograph. [REDACTED]

[REDACTED] The Canon Black and White Laser Copier was used to produce the 1590 copies required. Use of the Canon copier eliminated some intermediate photographic production steps, saved time, and reduced the cost of labor and material. The 4 August deadline was met with minimum impact on established production schedules. [REDACTED]

G. On 3 August 1988, Office of Logistics, Printing and Photography Group (OL/P&PG) received a request from Office of Personnel, Employment, Recruitment Operations Division (OP/E/ROD) to print 15,000 copies of a six-page trifold brochure for the Office of

the printing should take less than two weeks.

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~~H. On Monday, 8 August 1988, [redacted] of the Office of Information Technology, Customer Services Group, Data Voice Services Division, Voice Operations Branch (OIT/CSG/DVSD/VQB) met with a representative from the Office of Logistics, Printing and Photography Group, to discuss new issues concerning the next printing of the telephone directory. Per the Deputy Director of OIT, This publication will be completely unclassified and printed and assembled looseleaf in soft vinyl 3-ring binders with each segment color coded as in earlier editions. Additionally, The directory will be reorganized and contain wiring diagrams to better aid in component identification and hierarchy. Current plans are to print a minimum of 11,000 copies.~~

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I. On Monday, 8 August 1988, the Office of Logistics, Printing and Photography Group (OL/P&PG) arranged for the copier in the second Information Service Center (ISC) to be setup in room 5S09 in the New Headquarters Building (NHB). When the NHB is fully occupied the Office of Information Technology (OIT) will operate four ISC's in the building and a fifth center will be run by the Office of Security (OS). [REDACTED]

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J. Work is ongoing in the Office of Logistics, Printing and Photography Group (OL/P&PG) to enhance the Agency Copier Management System (ACMS). The P&PG Management Information System (MIS) Inventory Control Module continues to be converted for use by Copier Management Staff (CMS) to implement the copier supply control program. Additionally, a new menu is being created to assist CMS in controlling copier meter readings. Work on the ACMS is expected to continue for the next several weeks.

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K. The Office of Logistics, Printing and Photography Group (OL/P&PG) is evaluating an alternative bar code input device for use within P&PG. The device, a bar code "wedge" attaches to a personal computer and can be used in lieu of the keyboard for data input. The use of this "wedge" eliminates uploading data from the stand alone reader to a PC. The combined use of the wedge and bar code readers will result in a hybrid system as a possible solution for future applications. Also software to create printed bar code labels has been received and label generation will begin very soon.

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PAGE 01, ON BEHALF OF THE CITY WILL PRINT 11,000 COPIES OF THE "NEW" AGENCY TELEPHONE DIRECTORY.

ADMINISTRATIVE - INTERNAL USE ONLY

III. Upcoming Events:

None.

IV. Management Activities and Concerns:

None.

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